

OFFICE OF THE GENERAL COUNSEL  
Division of Operations-Management

MEMORANDUM OM 19-16  
September 27, 2019

TO: Regional Directors, Officers-in-Charge,  
and Resident Officers

FROM: Beth Tursell, Associate to the General Counsel

SUBJECT: Solicitation for FY 2020 Administrative Professional Exchange Program

Article 11 of the expired Collective Bargaining Agreement (Agreement) between the General Counsel and the National Labor Relations Board Union covering field office professional employees and non-professional employees of the Office of the General Counsel provided that Washington Exchange Program assignments will be offered to field office administrative professionals during each fiscal year of the Agreement, subject to budgetary and staffing considerations.

The purpose of the Administrative Professional Exchange Program is to further the experience of field office administrative professional employees in all facets of the Agency's activities. The goal of the Administrative Professional Exchange Program is to train administrative professional employees in the overall mission of the Agency and to enhance their career development.

During FY 2020 (which begins on October 1, 2019), details of approximately one or two weeks in duration may be offered to qualified field office administrative professional employees, subject to management's discretion. Agency management will determine the number of field office administrative professionals who will be selected to participate in the Administrative Professional Exchange Program. The eligibility requirements for administrative professional employees are set forth in Article 11, Section 2(b)(1) of the expired Agreement. To be eligible for an Administrative Professional Exchange Program assignment, an employee must:

- (1) Have served with the Agency a minimum of thirty (30) months;
- (2) Be at least a GS-5 employee; and
- (3) Have performance standard ratings of at least "Fully Successful" in all critical elements as reflected by his or her last appraisal that resulted in a rating of record.

Note that Article 11, Section 5(b) of the expired Agreement provides that employees may participate in the Administrative Professional Exchange Program no more frequently than once every five years.

All requests to participate in the Administrative Professional Exchange Program must contain: (1) the employee's name, position, grade, and office; (2) the employee's entry-on-duty date with the Agency; and (3) background information regarding the employee's prior Administrative Professional Exchange Program experience, including the specific dates when they previously participated in the Administrative Professional Exchange Program and the Headquarters office where they served.

To apply for the FY 2020 Administrative Professional Exchange Program, field office administrative professionals should submit a request to the Division of Operations-Management by email, addressed to Ms. Victoria Wallace, Administrative Assistant to the Associate General Counsel, [victoria.wallace@nlrb.gov](mailto:victoria.wallace@nlrb.gov). At the same time, please send a copy of your request by email to your Regional Director. Please submit your email request no later than Friday, November 1, 2019.

/s/  
B.T.

Distribution:

Regional -- All Administrative Professional Employees  
Regional -- All Regional Directors  
Victoria Wallace, Administrative Assistant  
Elizabeth Kilpatrick, Assistant General Counsel  
NLRBU